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ER

6 April 1983

Executive Registry
83-1904

MEMORANDUM FOR: Director of Personnel

FROM: EA/DDCI

SUBJECT: Reject Letters

Jim,

1. John has the following reactions to the attached. As an overall comment, he finds the letters rather bureaucratic and impersonal and suggests that they be edited to make them less so. One thing that would help a great deal would be to change them from the passive to the active voice. As examples, I've made some suggestions on a couple.

2. John has been advised that sometimes applicants are told no vacancies exist when indeed they are responding to advertisements for clerical positions or what have you. Possibly more attention being paid to whether Form 2B1 or Form 2B5 is sent would help on that one.

3. Form 2B23, which states "your medical background does not meet our employment criteria," seems a bit strange and he wonders under what circumstances we use that letter.

4. He wonders if Form 2B26 does not add to our paper glut problems by encouraging people to reapply in six months. Can we not maintain a computer data base of some kind on those applicants whom we may want to consider in the future but for whom we have no vacancies at the present time? Should not the burden be on the Agency to recontact them rather than the reverse?

STAT

Attachment:
D/Pers 83-0717

cc: Executive Director

Distribution:
Orig - Adse. w/att
1 - Each cc w/o att
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